Approved For Release 2006/12/28; CIA-RDP85-00988R000300090004-7

OL/LSD/M&C Office: Objective Statement: Responsible Officer:	B Investigate the feasibility	of automating the courier receipt filing, tracing, and retrieval system as well as the codeword accountability system	O — Scheduled X — Actual
Significant Funding Amou	nt: \$FY84_ Quarter Ending 31 December 1	within the MGCB. 983	

Quarter 4 Quarter 3 Quarter 2 Quarter 1 APR MAY JUN JUL AUG SEP Activities Planned JAN FEB MAR OCT NOV DEC 1. Read literature currently available pertaining to IBM Card Sorting Machines and automated scanners for codeword 0---0 accountability. 2. Determine feasibility of installing automated equipment in Mailroom, 1.e., 0 space requirement. 0 3. Prepare cost estimate. If feasible, formulate plans for implementation. 0 0 5. Installation. WARNING NOTICE INTELLIGENCE SOURCES OR METHODS INVOLVED

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Office: OL/LSD Objective Statement: Responsible Officer:		O — Scheduled X — Actual
C:: C: Eunding Amo	bunt: \$ FY 84_ st Quarter Ending 31 December 1983	

		Quarter	1	Quarter 2			Quarter 3			Quarter 4		
Activities Planned	ОСТ	NOV	DEC	JAN	FEB	MAR	APR	MAY	NUL	JUL	AUG	SEP
Develop program to enter motor vehicle requests into an automated system (done)												
Prepare Motor Pool area for installation of computer equipment (done)												
Train Dispatchers in the use of system (done)	M											
Place system on line (done)		N							1			
												1
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										Acquirement () Per 21		1
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Office: OL/LSD Objective Statement: Responsible Officer:		O — Scheduled X — Actual
Significant Funding Am	rst Quarter Ending 31 December 1983	

	Quar		Quarter 1		Quarter 2			Quarter 3			Quarter 4	
Activities Planned	ост	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Improve the response time in the Architectural Design Staff				()	0	0	0			Procedure de Carlos Companyon de Carlos Carlos Companyon de Carlos Car	0	
Publicize the <u>Division</u> 's Interior Design Consultant A prints:	M		N									
Continue to work closely with GSA and to improve service to the Agency	0-							 				-0
Continue to work closely with GSA and to improve service to the Agency Limitude and to all humbers and to have the first that the continue of												
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		177 - 188		The second secon					ssifi attac			parate

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Office: Objective Statement: Responsible Officer:	Improve the Response Time in the Architectural Design Staff	O — Scheduled X — Actual
Significant Funding A	O 4	
	First Quarter ending 31 December 1983	

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	(Quarter	1	G)uarter	2	G	Quarter :	3	Quarter 4		
Activities Planned	ОСТ	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Study the existing system for scheduling jobs, including:			4	0	0							
Work assignments. Existing response time. Response time versus manpower.							And a second sec	AND THE RESIDENCE OF THE PARTY		rapo na istan su ma a Was impansayi'yan'i na sa		
Use the PAC II for project scheduling and workload studies.					ŋ							
Investigate using the GIMS system to track existing work orders within ADS.						0						
Contract selected projects with private architectural firms to reduce the backlog of work orders.							0			A THE REAL PROPERTY OF THE PRO		
Study the feasibility of creating an expedite position to:	r				1					0		
Site survey all project requests to clarify requirements. Verify funds. Verify client priority versus other request from same component. Identify and complete small projects.							remaindent community of the control	The second secon		A particular and the same of t		
WARNING NOTICE INTELLIGENCE SOURCES OR METHODS INVOLVED	Andrews and the state of the st			The second secon			Company of the Compan					

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Office: Objective Statement: Responsible Officer:	OL/LSD/IDC-FAC Institute a program to have personnel in Agency buildings take more pride in their working areas and buildings	O — Scheduled X — Actual
Significant Funding A	mount: \$FY_84	
Quarter Ending:	First Quarter Ending 31 December 1983	

25X1

	7	Quarter	1	Quarter 2			Quarter 3			Quarter 4		
Activities Planned	ост	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
								İ				
Issuance of Headquarters Notice	M		1						! !		1	
FAC designation of points to be addressed in poster program			Ŋ							and the state of t		
Theme posters displayed in buildings					0		0			n		
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Responsible Officer:	OL/LSD/IDC Publicize the Division's Interior Design Consultant	O — Scheduled X — Actual						
Significant Funding Amount: \$FY84_								
Quarter Ending:	First Quarter ending 31 December 1983							

25X1

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	Quarter 1		G	uarter :	2	Quarter 3			Quarter 4			
Activities Planned	ОСТ	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Distribute newmentioning Interior Design Consultant (IDC)	0			-0			AND THE PROPERTY OF THE PROPER	The second secon			managada (April Managada)	
Publish Executive Furniture Catalog offering services of IDS			0	-0								
Include slides of IDC at work in T/L slide file	M											
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			and the same of th									
					C Indiana							
		A STATE OF THE STA				1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -				the constraint of the constraint of the		
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Office:	OL/LSD/IDC-FAC Resolve the problem of the DCI portrait:							
Objective Statement:	Resolve the problem of the ser problem							
Responsible Officer:	0.4							
Significant Funding Amount: \$ FY84								
Quarter Ending:	First Quarter Ending 31 December 1983							

O - Schedule	ed
X — Actual	

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		Quarter 1			Quarter 2			Quarter 3			Quarter 4		
Activities Planned	ост			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	
Order for copying in oil of the McCone and Turner portraits		M					the samples which the second			-			
Complete copying Turner portrait in oil				0			 					+	
Reach decision regarding portraits of Helms and Smith					0								
Place order for Helms and Smith portraits if decision is affirmative						0				TANK TANK			
Complete Helms portrait							Andrew Springer	0					
Complete Smith portrait								a.		0			
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ROUTING A	ND RECOR	D SHEET
SUBJECT: (Optional)		
Milestone Charts for OL Quarterly I	Planning Cor	nference
FROM:	EXTENSION	NO.
Chief, LSD/OL		
3E14 Headquarters		19 January 1984
TO: (Officer designation, room number, and DATE	OFFICER'S	COMMENTS (Number each comment to show from whom
building) RECEIVED FORWA	INITIALS	to whom. Draw a line across column after each comment.)
1. OT /T\$MGG		
OL/IEMSS 2B07		
2. Attn:		John,
		Attacked and the milestone
		Attached are the milestone charts for OL/LSD for the First
3.		Quarter ending 31 December 1983,
		to be used in connection with the first FY 1984 Quarterly
4.		Planning Conference with the DDA
\ 1	/	on 2 February 1984.
5.	Del	Also included in this package
	V 1	are the milestone charts for the
6.	X	OL level, which will be reviewed
	f `	with the D/L on Tuesday, 24 January 1984 during the LSD Biweekly.
7.		2
QB 14 N O.S		
8.		
9.		Attachments
		As stated
10.		-
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0 6 , 10 G 40		<u> </u>
12.		
A & 4 1/2		
13.]
		Unclassified when separated from attachments
14.		110m accacimicites
15.		-{

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